

**NOTICE**

There is a job vacancy with the **BAY COUNTY PAYROLL AND BENEFITS DIVISION.**

Job Title: **Payroll and Benefits Supervisor**

Rate of Pay: \$51,147.20 entry, progressing to  
\$58,094.40 after 3 years (MB11)

B.C.A.M.P.S., full-time position with benefits.

**GENERAL SUMMARY:**

Payroll and Benefits is organizationally a component of the Personnel Department. This position reports directly to the Director of Personnel/Employee Relations and indirectly to the Finance Officer. Responsibilities include supervision of payroll and benefits staff and the processing, accounting, and reporting of payroll and benefits activities in accordance with union contracts, county policy, departmental policy, state and federal laws and generally accepted accounting principles (G.A.A.P.). Position requires the exercise of independent judgement and interpretation of policies, collective bargaining agreements, and regulations. This is a union position (Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S)).

**SCOPE OF RESPONSIBILITIES:**

1. Responsible for supervising a payroll clerk and assuring an accurate and timely delivery of bi-weekly payroll.
2. Assure accurate and timely payment of payroll taxes.
3. Manage and maintain records for self-insured health care fund.
4. Manage and maintain all benefits programs.
5. Act as coordinator to various savings programs..
6. Manage and process sickness and accident claims.
7. Give advice and counsel as required to senior staff and elected officials.
8. Participates in budget preparation and other Finance Department activities, as required.
9. Investigate and recommend to senior staff opportunities for waste elimination and cost reduction in benefits and other work-related areas.
10. Assists Director of Personnel/Employee Relations and Finance Officer as required.

NOTE: This is a general description of areas of responsibility. For further information, please refer to the attached list of typical duties. (P. 3-4)

**QUALIFICATIONS:**

- EDUCATION:** A four year degree with an emphasis in accounting and/or management/human resources is required.
- LEADERSHIP:** Ability to work in a team environment. Ability to interact effectively with a diverse group of customers. Strong analytical and priority setting ability. Multi-tasking and meeting deadlines. Learning on the fly with minimal supervision. Personal integrity a must.
- EXPERIENCE:** A minimum of three years experience in an administrative capacity in the areas of payroll and benefits is required. Public sector experience is preferred. Familiarity with regulations governing public sector payroll and fringe benefits is preferred.
- SKILLS:** This position requires excellent written and oral communication skills; advanced skills in developing Excel spreadsheets; ability to prioritize work, multi-task and meet deadlines. The position also requires familiarity with word processing software (WordPerfect or Microsoft Word). Ability to analyze complex financial data, prepare complex reports and make authoritative recommendations. Ability to develop and implement efficient office procedures. Ability to maintain confidentiality of information is required and essential. Must have very good reading comprehension skills and excellent mathematical skills.
- PHYSICAL:** This position involves sitting most of the time and being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: Generally, up to 20 pounds of force up to one third of the time. Must have a valid unrestricted Michigan operator's license.

Must perform essential functions of the job with or without reasonable accommodations.

**APPLICATION PROCESS:**

Make application in person with the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, or online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) no later than **4:00 p.m. Friday, June 24, 2011.**

**EQUAL OPPORTUNITY EMPLOYER**

"Bay County does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.

**ATTACHMENT TO BAY COUNTY PAYROLL  
AND BENEFITS SUPERVISOR POSTING  
TYPICAL DUTIES**

1. Maintain the payroll system's tables and codes with written documentation of same. Supervise the processing of bi-weekly and special payrolls. Assist or fill in for the payroll clerk as necessary. Process payroll invoices, journal entries, and reports.
2. Responsible for communication with the IRS and state agencies. Performs accurate and timely recording and deposit of payroll taxes; quarterly preparation of form 941; preparation of W-2 forms, filing of unemployment quarterly wage data and quarterly payroll tax report and all related annual federal and state tax reports. Develop procedures to ensure accuracy of Munis payroll data on a biweekly basis.
3. Act as backup to the retirement staff accountant/coordinator to the Retirement System's board of trustees. Review custodial bank's monthly pension registers. Set up and maintain retirees' information with custodial service provider. Communicate directly with retirees regarding pension and health insurance questions. Supervise or assist staff as necessary.
4. Maintain accurate accounting records for county's self-insured healthcare fund as well as Blue Care Network HMO insured program. Make timely requests for deposits to Blue Cross in accordance with quarterly settlements and prepare monthly journal entries to record same. Review monthly claims reports provided by carrier for accuracy and prepare monthly journal entry to record same. Review quarterly and annual reports provided by Blue Cross Blue Shield for accuracy. Has frequent contact with insurance carrier representatives, consultants and county administration relative to a variety of health insurance issues and strategies. Develop annual rates to be charged to County budgets based on annual renewal documents, which are provided by the consultants. Supervise and/or assist staff in maintaining employees' and retirees' health insurance records to include enrollment, status changes, COBRA initial and termination notices, and HIPAA notices. Supervise and/or conduct annual open enrollment for employees and retirees. Work directly with employees/retirees to resolve issues involving proper payment of claims.
5. Responsible for the administration and accounting of health insurance related programs. Existing programs are Medtipster, Retiree Drug Subsidy (Medicare Part D Subsidy), Early Retiree Reinsurance Program (ERRP).
6. Maintain accurate accounting records for county's group and supplemental life insurance/AD&D programs. Involvement in annual open enrollment of supplemental life insurance program. Maintain beneficiary forms and other relevant documents relative to employee/retiree life insurance. Process employee/retiree death claims.
7. Act as coordinator to 401(k) Administrative Committee. Prepare agendas and minutes for quarterly meetings. Maintain loan program for all county entities. Monitor employees' maximum annual contribution levels.
8. Supervise staff in processing of workers' compensation and sickness and accident claims. Consult with workers' compensation third party administrator as necessary. Contribute to year end closing of self-insurance fund. Prepare information for annual actuarial valuation. Prepare information for annual wage audit relative to self-insured workers' compensation program.
9. Maintain records for county's 457 deferred compensation plan(s). Periodic contact with 457 representative. Monitor employees' maximum annual contribution levels.

10. Coordinate annual open enrollment for county's section 125 flexible spending plan. Monitor employees' medical savings and dependent day care account balances.
11. Act as backup to the retirement staff accountant/coordinator to the Voluntary Employees' Beneficiary Association's (V.E.B.A.) board of trustees. Responsible for preparation of annual/bi-annual actuarial data, which includes coordinating with and gathering data from all employer units that participate in the V.E.B.A.
12. Participate in regular and special county audits by providing reports, answering questions, providing source documents, and communicating processes and procedures.
13. Participate in the process and make recommendations to hire payroll/benefits staff; initiate and participate in disciplinary action of direct report staff as necessary; supervise the work of direct report staff; approve or deny requests for leaves; establish work schedules for direct report staff and provide deadlines for accomplishment of work; evaluate the performance of staff members.
14. Act as a knowledge resource for staff, encourage open dialogue with staff to promote independent thinking and team building.
15. Frequently interacts with county employees, department heads, elected officials, vendors and representatives of other Bay County payroll centers relative to a variety of payroll and fringe benefit issues.
16. Responsible for preparation of annual budget request for all areas of responsibility (as identified in this job description). Assist budget supervisor with payroll projections.
17. May be required to be a member of committees or provide input relative to contract negotiations, writing of bids for services or quotes, and other administrative issues which may arise.
18. Responsible for record retention in areas of responsibility (as identified in this job description).
19. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all the job duties performed by personnel so classified.